



The following menu tabs will help you navigate our MyChart site. If you are already using our MyChart portal, you will notice that we continue to improve the design, with features now in a menu at the top and **Quick Links** on the right. You can also click on 'Read you messages', 'Schedule appointments', 'Request APPT' to move within MyChart.

Note: Unless a specific location is indicated, both hospitals and physician practices will provide data for that feature. Those items for which "physician office only" is indicated are provided only by practices on the Epic electronic medical record.

Welcome!

The screenshot shows the CHS MyChart patient portal interface. At the top, there is a navigation bar with the CHS MyChart logo and several icons: a person icon labeled 'Andrew', a folder icon labeled 'Health', a calendar icon labeled 'Visits', an envelope icon labeled 'Messaging', a document icon labeled 'Billing', a gear icon labeled 'Resources', and a settings icon labeled 'Settings'. On the right side of the navigation bar, there is a 'Ver en Español' link, the user name 'Andrew Demo', and a 'Log Out' link. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'Welcome!' message. Below that, there are two notification boxes: one for messages (146 new messages) and one for appointments (6 reminders need attention). Below the notifications is a 'To Do' section with a list of overdue health reminders for pneumococcal vaccines. A 'REQUEST APPT' button is visible next to the reminders. On the right side of the main content area, there is a 'Quick Links' sidebar with several icons and text links: 'View your test results', 'Ask a question', 'Schedule an appointment', 'Refill medications', 'Review your health summary', and 'View billing summary'. At the bottom of the 'To Do' section, there is a calendar for February 2018.

Quick Links

Available on the right hand sided of most pages to allow you to quickly navigate in MyChart.

- Buttons to perform many activities from a single screen
 - View your test results.
 - Ask a question
 - New Medical Question
 - Request a Medication Refill
 - Schedule an appointment (**physician office only**)
 - Request An Appointment
 - Choose a Provider
 - Refill medications
 - View your health summary.
 - View billing summary

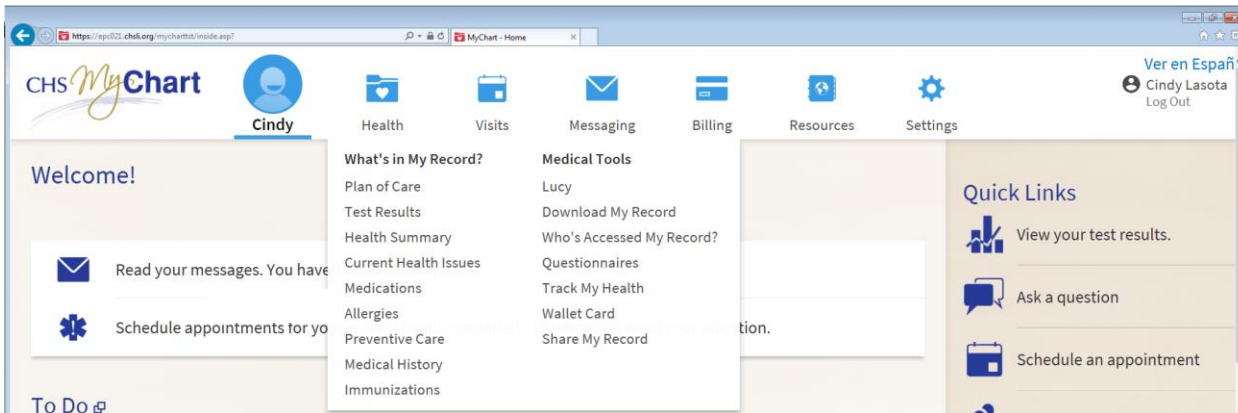
- Use this button to go [BACK TO THE HOME PAGE](#)



Cindy

Click the icon with your name to go back to the Welcome screen.

The Icons at the top of the page will help you navigate through MyChart **Health**



What's in My Record?

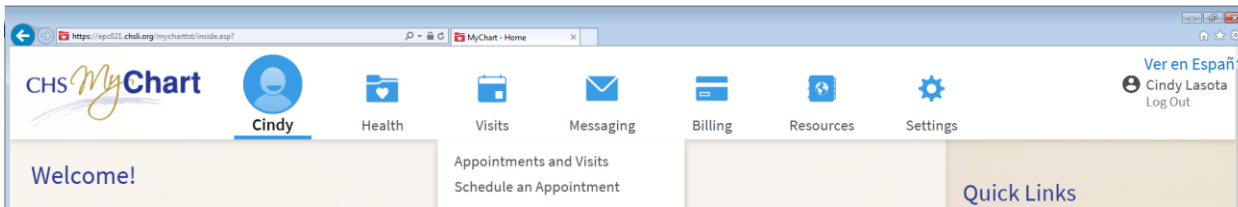
- Plan of Care includes goal
- Test Results
- Health Summary: Current Health Issues, Medications, Allergies, immunizations and Preventive Care
- Current Health Issues: Reasons you've been seen at the hospital or physician office for
- Medications: A list of the medications you are on (it's best to keep this list with you, as well)
- Allergies
- Preventive Care: Recommended screenings based on your health history, age and sex
- Medical History also contains Surgical History, Family Medical History, Social History and Family Status
- Immunizations that have documented by your provider

Medical Tools

- Download My Record: Print or save your information to bring with you to another doctor
- Who's Accessed My Record?: Serves as an audit trail of who has accessed your health information
- Questionnaires: Allows you to expedite your visit by recording your medical and surgical history
- Wallet Card: Create a pocket-size medical card that you can carry
- Share My Record: Allows you to obtain an access code you can share with a provider not on CHS Epic to grant one-time, limited access to the information you see in MyChart.



Visits



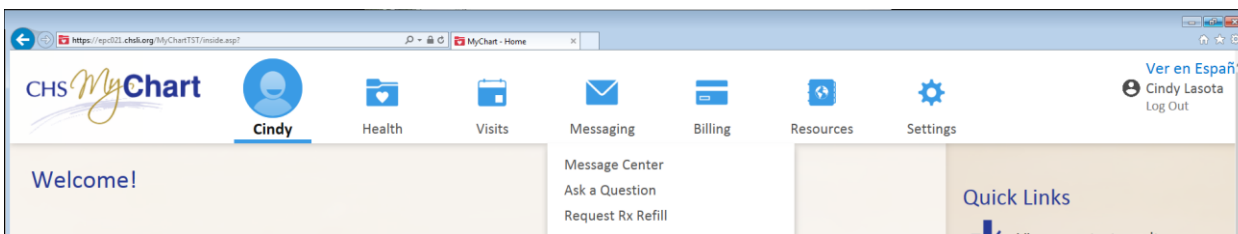
Appointments and Visits:

- Upcoming Appts: Review future doctor's visits (**physician office only**)
- Cancel Appts: Cancel appointments up to 24 hours prior (**physician office only**)
- Visit Summaries: Obtain a copy of your After Visit Summary from your past office or clinic appointment
- Admission Summaries: Obtain a copy of your After Visit Summary from your past hospital stay

Schedule an Appointment:

- Schedule an Appointment: Submit your preferred appointment date and time, so a staff member can contact you to schedule your next visit. Directly schedule an appointment for your next visit (**select practices**).

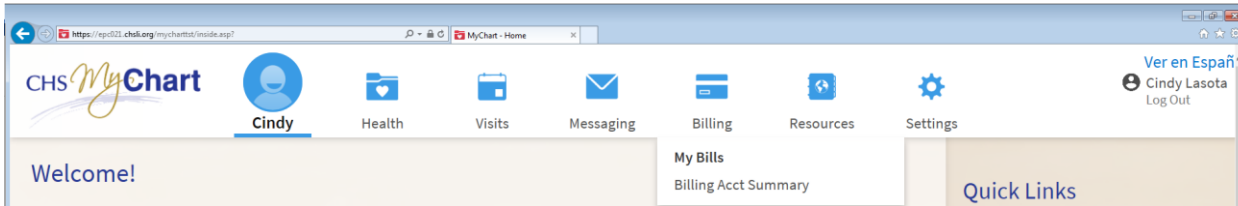
Messaging



- Message Center – you can view incoming and sent messages between you and your providers and their staff (**physician office only**)
- Ask a Question : Secure message your doctor on certain topics—**not for emergency care (physician office only)**
- Request Rx Refill: Choose a prescription to refill and send the request to the original prescribing provider (**physician office only**)



Billing

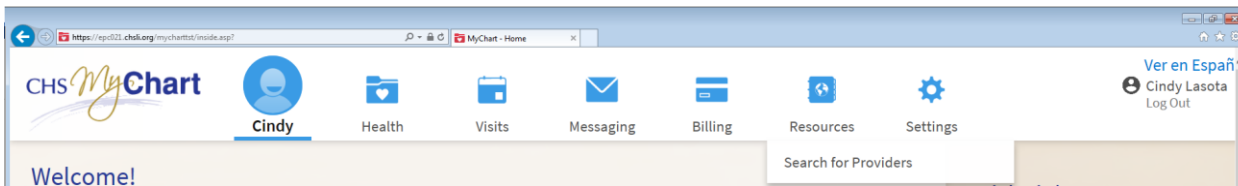


My Bills

Billing Acct Summary

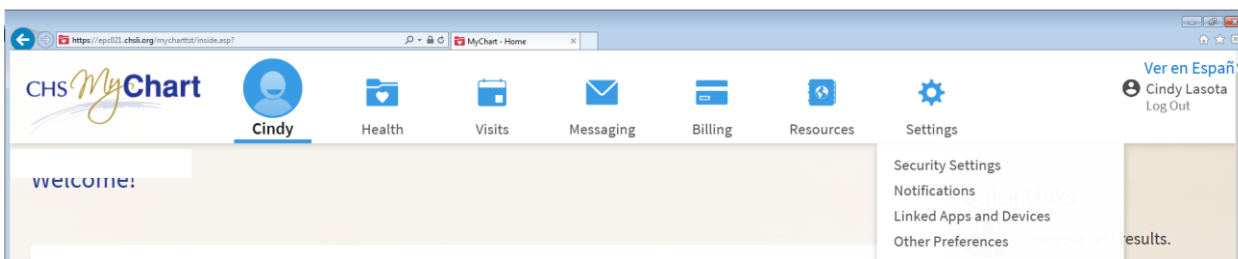
- Billing Acct Summary – View statements with account details (**physician office only**)
- Allows you to send a secure message to the CHS billing customer service group

Resources



- Search for providers by Name, City, State, ZIP, Internal Department, Provider Specialty, Gender, and Language

Settings

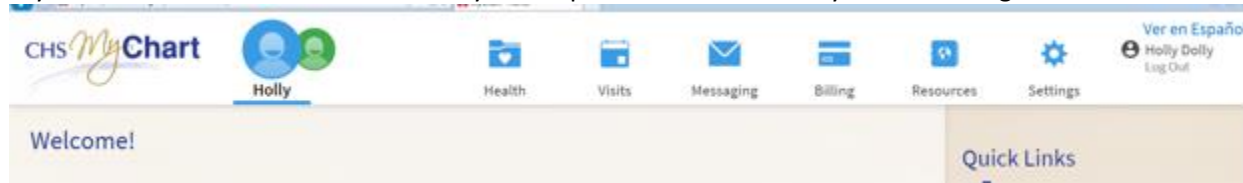


- Security Settings: Go here to change your password and security questions
- Notifications: Change your email address and turn email notifications on/off for:
 - Appointments & Questionnaires
 - Billing & Payments
 - Test Results, Medications, & Research Studies
 - Messages & Documents
- Other Preferences: Select how you would like to be notified and which events you would like to be notified of

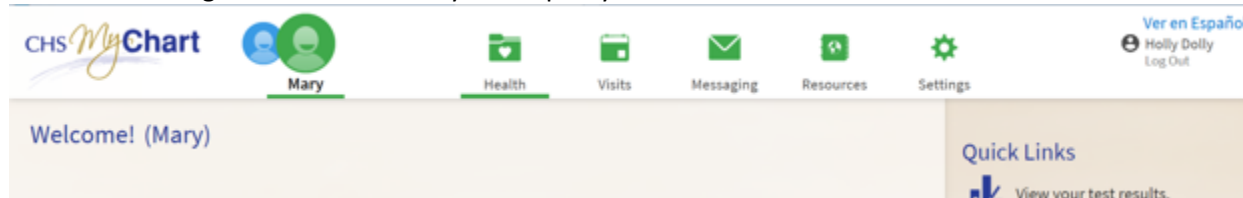


Proxy access

If you have Proxy Access to another's account MyChart now makes it easier to identify which patient's information you are looking at.



Icon colors change for each member you are proxy to.



ACCESS THE PORTAL: <https://mychart.chsli.org>

TECHNICAL SUPPORT: (631) 465-6100

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